SDRR QC Data Review User Manual

Kentucky Department of Education

Office of Assessment and Accountability

KDE:OAA:DADI:jtd 08/15/2014

Important Notes/New Features

On the Home Page:
- The announcements box is updated with new information as needed during roster/data review windows.
- The large buttons on the home page indicate which sections of SDRR are open by their color – green is open, red is closed. Users can click on the button to navigate to the appropriate section, or directly on the links within each button.
- There is information which is easily visible that indicates and links to the number and status of student changes, as well as a link to view and save information regarding the students transferred in and out of accountability.
- There is a list of tasks to accomplish during the data review period, so that users can check them off as they are completed.
- The student listing, transfer listing, and change listing may be downloaded after the roster period ends by clicking on the Download link on the home page.
- Save exports in PDF or Excel format (can also use filters before exporting).
- Assistance with determining accountability can be found at http://goo.gl/yx9DTj (also linked from the accountability change form in the application), and enrollment information is available in CIITS.
- A site for practice and training is found at https://oaa-adc.education.ky.gov/Sandbox/, uses the same credentials, and is available any time.

On the Student Listing:
- Ability to easily navigate to an open change request for a student, and return to the student listing.
- Some data is not being collected for assessments. This includes: migrant status, ESS, gifted and talented, vocational, disability type, specific accommodations used during testing, and 504 status.
- Student information is changed directly on the student listing page – including Name, SSID, Date of Birth, Gender, Race/Ethnicity, Accountable School, Non-Participation Status, IEP, EL/LEP, Lunch Status, and Accommodations – by **double clicking** on it.
- By default, the student listing shows all students with any association to the school/district – whether tested or accountable. Users can filter to view only Tested Students, or only Accountable students.
- Both the testing school and the accountable school can make changes to demographics for a student. In case of a difference between enrollments (such as for Free/Reduced Lunch status), the accountable school will have the final say.
- Testing school and grade level cannot be changed during data review. If either field is incorrect, an e-mail may be sent to KDEAssessment@education.ky.gov with the student's name, SSID, and correct information.
- Mark students as Non-Participating by double clicking on that student's row under the Non Part column and selecting the appropriate reason, providing additional detail if needed.
- Remove an approved Non-Participation by double clicking on it and selecting [Remove Non-Participation] in the drop down list.

On the Transfers Listing:
- Ability to export students transferred in to school or district accountability, as well as students transferred out of accountability in Excel or PDF.
- District level users may export lists for district accountability, a particular school's accountability, or the district as a whole (any school or district level accountability).

On the Change Listing:
- Ability to filter changes by status, school, test type, etc.
- Export change listing to PDF or Excel (can also use filters before exporting).

Welcome Screen

To log in, open your web browser, and navigate to https://oaa-adc.education.ky.gov/. You will see this page.

Please note that SDRR now works in Internet Explorer, Firefox, Safari, and Chrome. The application works on PC or Mac. There is no need to change the screen resolution.

District Assessment Coordinators (DACs) will log in with the same user name (which must be in ALL CAPS) and password used to access the secure web applications provided by the Office of Knowledge, Information, and Data Services (KIDS). All DACs have already been provided access, and the District WAAPOC can add school and district level users access by granting them the appropriate permissions for their school(s) upon request of the DAC. **The Office of Assessment and Accountability does not manage user names or passwords; those are handled on a local level by the District WAAPOC.** There is a link below the log in box to request a hint if you have forgotten your user name and/or password.

Log In

Enter your user ID and password where indicated, in the blue box on the right side of the log in page. If you are a DAC, district-level user, or a BAC with access to multiple schools, you will see a pop-up box (as shown below) appear asking you to select the data you wish to view. This can be changed later without logging out (also as shown below). DACs are encouraged to select the District, as this will give access to all schools' data. BACs with access to multiple buildings should select the first school they wish to review.

Data from **multiple** schools are available to you. However, you may only access one entity at a time.
Please select a school or district that is available to you from the list below, and the selected data will load automatically.

- ⦿ Adair County - Data Editor
- ○ Adair County High School - Data Editor
- ○ Atherton High School - Data Editor
- ○ Jefferson County - Data Editor

Go   Cancel

Your Location:
Adair County
Change Access Location

Home Page

After log in, the Home Page will appear:

Data Review	Rosters	Cohort	Access	CCR Scores
Status: OPEN	Status: CLOSED	Status: OPEN	Status: CLOSED	Status: OPEN
Student Listing Change Listing Transfers Listing Download Go to Data Review	Student Listing Change Listing Transfers Listing Download Go to Rosters	Student Listing Change Listing Download Go to Cohort	Student Listing Change Listing Transfers Listing Download Go to Access	Student Listing Change Listing Download Go to CCR

Welcome, Field!

Latest announcement - 8/11/2014 11:46:00 AM by KDE Staff

Data Review, CCR Scores, and Cohort manuals may be found here.

• If there is a question about assessment policies or procedures, please e-mail dacinfo@education.ky.gov.

• If you are not sure how to determine accountability, please review the accountability flow charts at the end of the SDRR manual, or use this tool.

• If there are SDRR log in issues, contact your district WAAPOC.

• To report application errors, e-mail ketshelp@education.ky.gov or call 866.538.7435.

• For other issues not covered above, e-mail KDEAssessment@education.ky.gov

- The large buttons indicate which sections of SDRR are open by their color – green is open, red is closed. Users can click on the button to navigate to the appropriate section, or directly on the links within each button.

- The opening and closing dates are displayed in each section.

- On the left, there is a list of tasks that should be completed during the data review window. As the tasks are completed users can check them off on the list, and any incomplete tasks will be shown in bold for a quick visual check of remaining work to do during data review.

SDRR Tasks
☐ Review accountability for students (by test type, by grade level, or by school/district) and make corrections as needed.
☐ Use the filter on the student listing to review students who are accountable to the school/district, but were tested elsewhere.
☑ Mark students who were enrolled during the window or eligible to test, but did not take the assessment(s), as non-participating. Keep original copies of documentation at the district for audit purposes.
☐ Double check to be sure that information in the non-participation request matches Infinite Campus (such as foreign exchange, withdrawal date and alternate assessment). Update both SDRR and IC as needed.
☐ Mark students as Yes if they were provided accommodations during assessment. There is no need to indicate the specific accommodations received. Students must have a Yes for IEP or EL/LEP in order for accommodations to be marked.
☑ Review Data Review Change Listing in SDRR, noting any Denied or Updated changes for possible further action.
☐ Update any student changes that are marked as Updated by OAA staff, to provide the information requested.
☐ At the end of the Data Review window, export copies of the Data Review Student Listing and Data Review Change Listing, storing them securely in the district.

- There are links to go directly to the Student Listing for a particular test or all tests, as well as the Transfers Listing, Change Listing, and a link to download copies after the window ends.

	Test Types

Quick Links		All Tests – includes all assessments

Data Review Student Listing
  * All Tests
  * ACT
  * AEOC
  * BEOC
  * CCR
  * EEOC
  * KALT
  * KPRP
  * UEOC
 	
Data Review Transfers Listing
 	
Data Review Change Listing
 	
Download - Data Review
		The ACT
		Algebra II EOC
		Biology EOC
		College and Career Readiness
		English II EOC
		Alternate Assessment
		K-PREP
		US History EOC

- There are counts for the different student change statuses. These are clickable links; users can click on Updated or Denied, for example, and go directly to that subset of changes. Users can also click on the link for the Data Review Change Listing to see all changes for the school or district, and use the filter on that page to navigate to subsets of changes.

Changes	
Total :	55
New :	2
Updated - Need Info :	0
Denied :	0
Closed :	0
Approved :	53
Pending OAA Approval :	0
[All Tests] ▼	

- Total – all changes requested for school or district
- New – changes which have not yet been processed by OAA
- Updated – Need Info – changes which have been updated by OAA, and additional information is needed from the school/district
- Denied – changes which were not approved by OAA (additional changes may be requested for the same student, but the denied changes will remain in SDRR and will not disappear)
- Closed – change request was cancelled by school or district
- Approved – changes which have been processed by OAA or were automatically approved (such as demographic changes)
- Pending OAA Approval – changes which have been updated by school/district and are waiting for OAA action

Student Listing

Click on All Tests on the home page, or select a specific test type to see only that subset. The student listing will appear:
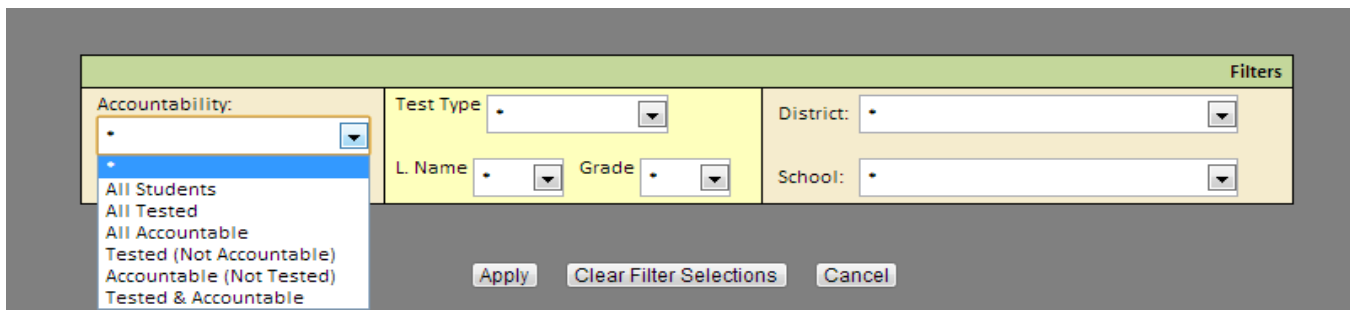
Data Review Student Listing
Double-click any field to edit...

Student Name or SSID   [Search] [Clear]

Test	Full Name	Grade	SSID	DOB	Gender	Race/Eth	Accountable School	Testing School	Non Part	IEP	EL/LEP	Lunch	Accommodation
KPRP	ABDI, MACKENZIE FAITH	06	9991262151	10/28/2001	F	Hisp: No Race: W	State	Adair County Middle School	-	No	No	Free	-
ACT	ABDI, MALACHI	11	9998861065	08/11/1996	M	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	Reduced	-
BEOC	ABDI, MALACHI	11	9998861065	08/11/1996	M	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	Reduced	-
KPRP	ABDI, MALACHI	11	9998861065	08/11/1996	M	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	Reduced	-
UEOC	ABDI, MALACHI	11	9998861065	08/11/1996	M	Hisp: No Race: W	Adair County High School	Adair County High School	LOCKED	No	No	Reduced	-
BEOC	ABELE, JOSE	10	9991239308	03/03/1997	M	Hisp: No Race: W	Adair County High School	Adair County High School	-	Yes	No	Free	Yes - IEP
EEOC	ABELE, JOSE	10	9991239308	03/03/1997	M	Hisp: No Race: W	Adair County High School	Adair County High School	LOCKED	Yes	No	Free	Yes - IEP
KPRP	ABELE, JOSE	10	9991239308	03/03/1997	M	Hisp: No Race: W	Adair County High School	Adair County High School	-	Yes	No	Free	Yes - IEP
KPRP	ABELL, WILLIAM	10	9993420271	08/18/1997	M	Hisp: No Race: W	Wayne County High School	Adair Youth Development Center	-	Yes	No	Paid	No
KPRP	ABERNATHY, JULIUS WILHELM	08	9990786398	02/21/2000	M	Hisp: No Race: W	Adair County Middle School	Adair County Middle School	-	No	No	Free	-
BEOC	ABNER, BRAXTON COOPER	10	9990789137	01/10/1998	M	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	Reduced	-
EEOC	ABNER, BRAXTON COOPER	10	9990789137	01/10/1998	M	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	Reduced	-
KPRP	ABNER, BRAXTON COOPER	10	9990789137	01/10/1998	M	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	Reduced	-
KPRP	ACKERMANN, MICAH	08	9990795142	04/14/2000	M	Hisp: No Race: W	Adair County Middle School	Adair County Middle School	-	No	No	Paid	-
CCR	ACUNA GONZALEZ, MCKAYLA	12	9990793352	12/12/1995	F	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	Paid	-
CCR	ADAMS, ALEXIS ELIZABETH	12	9990835070	06/22/1996	F	Hisp: No Race: W	Adair County High School	Adair County High School	-	No	No	Free	-
KPRP	ADAMS, JORDAN	08	9990786158	08/07/1999	M	Hisp: No Race: W	Adair County Middle School	Adair County Middle School	-	No	No	Paid	-
KPRP	ADAMS, JUDY JOANNA	07	9990785598	07/04/2000	F	Hisp: No Race: W	Adair County Middle School	Adair County Middle School	-	Yes	No	Free	Yes - IEP
KPRP	ADAMS, KAMI FAITH	07	9991241817	06/17/2001	F	Hisp: No Race: W	Adair County Middle School	Adair County Middle School	-	No	No	Free	-
KPRP	ADAMS, KILEY DAICHELE	07	9991241411	03/23/2001	F	Hisp: No Race: W	Adair County Middle School	Adair County Middle School	-	No	No	Free	-

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 ...

[Save Excel] [Save PDF] [Filters]

The student listing may be saved/exported in Excel or PDF formats by clicking on the buttons at the bottom left.

Filters

1. Click on the Filters button at the bottom left.

2. You can filter the student list to view different groups as follows:

   o By accountable and/or tested
   o By first letter of last name
   o By grade level
   o By assessment/test type

3. District level users will also be able to filter by schools within their district. School level users will only see their own school.

Select as many filters as you wish, and click Apply. To reset filter selections and start over, click the Clear Filter Selections button. Click the Cancel button to close the filter menu and return to the student list.

As shown above, there are several accountability filters:

   o All Students or * – **this is the default view on the filter for data review**, and includes all students who were accountable and/or tested (for rosters, the default is All Tested)

   o All Tested – all students who were tested at this school/district, regardless of their accountability

   o All Accountable – all students accountable to this school/district, regardless of their testing school

   o Tested (Not Accountable) – all students who were tested at this school/district, and are accountable elsewhere

   o Accountable (Not Tested) – all students who are accountable to this school/district, and were tested elsewhere

   o Tested and Accountable – all students who were tested at this school/district, and are accountable to this school/district

We hope that these filters are clearer than the checkboxes used in the past, and are useful in checking student data. If filters have been applied, the export will reflect those selections.

Actions and When to Use

Change accountable school	• Student had 100 days enrollment based on the first day of the school/district's 5 day summative test window at an A1 school other than the testing school in 2013-14
	• Student is enrolled in a Non A1 (alternate or FMD) program and is being tracked back to the A1 home school
	• Student is being coded to the state because he/she did not have 100 days in a single school or district, or had 100 days in a court-ordered/state agency-placed setting
	• Student is being coded to a district because he/she had 100 days in multiple A1 schools within the district, but did not have 100 at any single school
	• Do NOT request accountability to the state if Non-Participation is also being requested, as both are not necessary
Mark as Non-Participating	• Student was actively enrolled, but did not complete the assessment for one of the allowable reasons.
	• If student withdrew before the testing window but was not deleted from the roster in error, the student should be marked as Non-Participating for the reason "Should not have been assessed during the 2014 administration."
	• Do NOT mark students as Non-Participating if they are repeating the grade or took the test last year. If students are enrolled in the testing grade, they should be tested.

Change Student Information

- All student information can be viewed on the Student Listing, and any of the fields can be changed by double clicking the relevant item.

- This includes all information being collected during data review – name, SSID, date of birth, gender, race/ethnicity, accountable entity, Non-Participation status, IEP, EL/LEP, lunch status, and accommodated status.

- A student must be marked "Yes" in the IEP and/or EL/LEP field before the Accommodations field becomes available. Accommodations are marked as Yes or No – there is no need to indicate the specific accommodations used by a student. Students will have to be identified as having an IEP or PSP in order to have accommodations marked as Yes. Please note that 504 status and accommodations are not being collected.

- Grade and testing school cannot be changed during data review. In the rare situation that either of these fields needs to be changed, users may send an e-mail to KDEAssessment@education.ky.gov.

- Each student has one set of demographic data, and changes to the student's record for one assessment will be applied to all other assessments for that student, if multiple assessments are available in SDRR. Changes to accountability will appear for all tests for that student after OAA approval. It is only necessary to change it one time.

- To change items onscreen, double click on the relevant field, use the drop downs or checkboxes to make changes, and click the Submit button, depending on the field being changed. Click the Cancel button to return to the Student Listing without making any changes to the student.

Non-Participation Status

To mark a student (who was enrolled during the testing window, but did not take the assessment) as Non-Participating:

- Double click on the student's row in the Non Part column on the Student Listing.

- Use the drop down to select the appropriate reason, and complete the information requested onscreen. The information requested will vary by Non-Participation type.

- For Medical, please enter the information from the paper form signed by the doctor for this student. Please note that there should be an acute medical situation for non-participation to be approved. A chronic condition would not qualify for non-participation. If the student receives instruction with a chronic condition, they can be assessed as well. If a student had multiple hospitalizations, the start date of the most recent should be entered on the non-participation request form. This field is not required, however, as not every student has a hospitalization history.

- **Please note**: If Non-Participation is approved for a student, the accountability will be N/A on the student listing. There is no need to change accountability unless Non-Participation is denied by OAA.

	Non-Participation Reason for BRAXTON COOPER ABNER
	Non-Participation Type:
Test Type: KPRP	**Choose a Non-Participation Type** ▼

Choose a Non-Participation Type
Extraordinary Circumstances
First Year EL/LEP Student
Foreign Exchange Student
Student should not have been assessed in the 2014 administration
[Remove Non-Participation]

No more information

Please Choose a Non-Participation type!

Submit   Cancel

If Extraordinary Circumstance is chosen, then requestor must provide a detailed reason.

Examples:
- Student placed in protective custody
- Extreme trauma to student
- Parental kidnapping

Absence is generally not adequate reason for non-participation to be approved.

- Click on Submit at the bottom.

- Keep a copy of all documentation at the district for audit purposes.

- For EOC assessments, there are slightly different options for non-participation. Additional Instruction Required would be used when the student will be taking the assessment in the future. Student Should Not Have Been Assessed in the 2014 Administration would be used when a student was not deleted from the roster in error, and can be requested for all assessments except Alternate.

- Please note that you can also remove an existing, approved Non-Participation by selecting [Remove Non-Participation] from the dropdown list.

Change Accountable School

- Double click on the current accountable school for the student on the student listing.

Test	Full Name	Grade	SSID	DOB	Gender	Race/Eth	Accountable School	Testing School	Non Part	IEP	EL/LEP	Lunch	Accommodation
KPRP	ABBNEY, ZACHARY Y.	10	2120398751	07/10/2003	F	Hisp: Yes Race: AI,B,W	Adair County High School	Pride Elementary School	EC	No	Yes	Reduced	Yes

- Please be sure to select a school if that is the accountable entity, rather than only choosing the district. Students should be marked as accountable to an A1 school unless they had multiple enrollments within a district but did not have 100 days at a single school or are accountable to the state.

- If a student is being coded to a district (rather than an A1 school), please select that district in both dropdowns. If a student is being coded to the state, please select State in the district dropdown.

- Once a district is selected, the school dropdown will populate, and will only include schools that include the grade of the student.

- Use the dropdown lists to select the appropriate district and school. Click on the arrows for each dropdown to change the district and then select the accountable A1 school. If a student should be accountable to a district, select District in the school dropdown. If a student should be accountable to the state, select State in the district dropdown.

- Provide requested information onscreen, such as number of days enrolled or details of student being tracked back to the A1 home school.

- If unsure about correct accountability, review the flow charts at the end of this manual, and/or click on the onscreen link <u>Need Help Determining Accountability?</u>, as shown in the screenshot below, or navigate to <u>http://goo.gl/yx9DTj</u> in your Internet browser.

- Click on Submit at the bottom of the form.
- The form will close, and you will see a brief flashing text notification of submission success at the top of the student listing.
- An accountability change has been requested. The accountable field on the student listing will show as LOCKED until the change request is resolved, and no additional changes can be made to this field until the change is finalized. If the change request needs to be updated with additional information, it can be accessed either by double clicking on the LOCKED field on the Student Listing, or by clicking on Data Review Change Listing on the Home Page.

Edit Change Requests

When there is an open change request, it can be edited either by clicking on LOCKED on the student listing for that particular student, or by viewing the New, Updated – Need Info, or Pending OAA Approval counts on the home page of SDRR. Note that users can change the reason for non-participation request, or change the accountable entity when an accountability change has been requested. But users cannot change a request for non-participation into an accountability change request, for example.

To edit an open change request, click on the Edit button as shown below:

Update the change request as needed, and click on Submit.

Transfers

Data Review Transfers

Transfer Information For:
District - Adair County
School - *

[Save Transfers In - Excel] [Save Transfers Out - Excel]
[Save Transfers In - PDF] [Save Transfers Out - PDF]

Transfers In							
Student Name	SSID	Test Type	Transferring From	Transferring To	Requested By	Time Stamp	Exemption Status
ZACHARY Y ABBNEY	2120398751	KPRP	State	Adair County High School	srineni	8/7/2013 11:00:00 AM	EC
TAVA B ALLEN	2123581923	AEOC	Barbourville City School	Adair County High School	srineni	8/7/2013 1:19:00 PM	-
TAVA B ALLEN	2123581923	KPRP	Barbourville City School	Adair County High School	srineni	8/7/2013 1:19:00 PM	-
TAVA B ALLEN	2123581923	UEOC	Barbourville City School	Adair County High School	srineni	8/7/2013 1:19:00 PM	-
KAYLIN J BLACKSTONE	1960482935	AEOC	Barbourville City School	Adair County High School	srineni	8/7/2013 1:19:00 PM	-
KAYLIN J BLACKSTONE	1960482935	KPRP	Barbourville City School	Adair County High School	srineni	8/7/2013 1:19:00 PM	-
KAYLIN J BLACKSTONE	1960482935	UEOC	Barbourville City School	Adair County High School	srineni	8/7/2013 1:19:00 PM	-

Transfers Out							
Student Name	SSID	Test Type	Transferring From	Transferring To	Requested By	Time Stamp	Exemption Status
KAROLINE A ABBOTT	1982416058	KPRP	John Adair Intermediate School	State	FieldTester	8/7/2013 11:37:00 AM	-
BRYANT L ABNER	1960267983	AEOC	Adair County High School	Barbourville City School	srineni	8/7/2013 1:22:00 PM	-
BRYANT L ABNER	1960267983	KPRP	Adair County High School	Barbourville City School	srineni	8/7/2013 1:22:00 PM	-
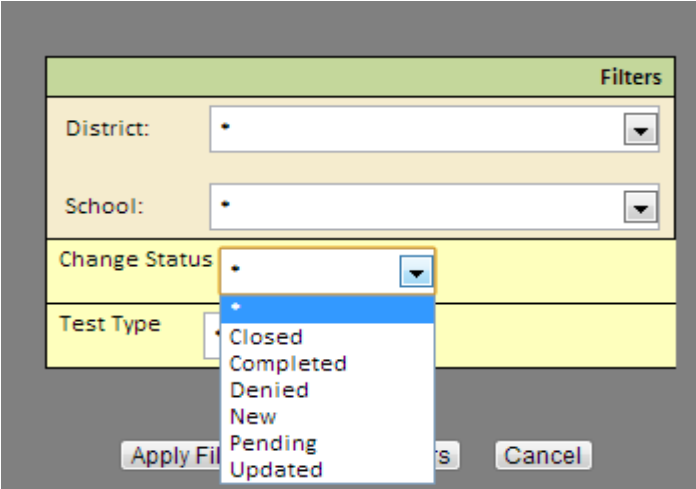
- Click on the Data Review Transfers Listing link on the home page.
- A list of students transferred in and out of the school/district's accountability will appear.
- School level users will see their own school. By default, District level users will see all students accountable to any school or to the district, as indicated by the asterisk in the school dropdown. District users may also select a particular school or district-accountable students by using the dropdown at the top.
- The list of students who have been transferred in or out can be exported to Excel or PDF by clicking on the buttons at the top and bottom of the page.

Data Review Change Listing

- Click on Data Review Change Listing on the home page, or click on the appropriate link on the right side of the home page. The counts on the Home page are clickable links – if the user clicks on the number of Updated or New changes on the home page, that subset of changes will appear onscreen.

	Changes	
Total :	115	
New :	1	
Updated - Need Info :	3	
Denied :	8	
Closed :	6	
Approved :	90	
Pending OAA Approval :	7	
[All Tests] ▼		

- The default view on the Change Listing is Total – which includes all changes submitted for this school/district.
- You can filter the list to view the following change statuses:

Filters

District:	• ▼
School:	• ▼
Change Status	• ▼
Test Type	

Dropdown options:
- •
- Closed
- Completed
- Denied
- New
- Pending
- Updated

Apply Fil... ...s   Cancel

- The asterisk (*) will include all change statuses.

- On this screen, you can view the detailed information about the change request, see the status of your submitted changes, view/update the information on change requests, and cancel the change if needed.

- Changes can be cancelled by clicking on the red X by that student's name.

- Click on the icon in the Details column to view or update the change request for this student. Only changes that have not yet been completed may be updated.

Details	Cancel Change	Test Type	Full Name	Requester	Requesting Entity	Change Type	Submitted	Updated	Completed
		ACCR		BetaTester	Adair County	IEP/LEP Accommodation	10/16/2013 2:30:00 PM	10/16/2013 2:30:23 PM	10/16/2013 2:30:00 PM
	✕	EXPL		SDRRTESTER	Adair County	Accountable School	9/11/2013 9:29:00 AM	11/5/2013 4:14:38 PM	-
		EXPL		SDRRTESTER	Adair County	Accountable School	9/11/2013 9:23:00 AM	9/12/2013 2:59:58 PM	9/12/2013 3:00:00 PM
		EXPL		SDRRTESTER	Adair County	Accountable School	9/11/2013 8:55:00 AM	9/12/2013 3:00:26 PM	9/12/2013 3:00:00 PM
		EXPL		SDRRTESTER	Adair County	Accountable School	9/11/2013 8:47:00 AM	1/14/2014 1:58:42 PM	1/14/2014 1:59:00 PM
	✕	EXPL		FieldTester	Adair County	Accountable School	9/10/2013 9:07:00 AM	11/5/2013 11:25:38 AM	-
	✕	EXPL		FieldTester	Adair County	Accountable School	9/9/2013 1:36:00 PM	11/5/2013 2:34:08 PM	-
	✕	EXPL		FieldTester	Adair County	Accountable School	9/9/2013 11:44:00 AM	-	-
		EXPL		FieldTester	Adair County	IEP Accommodation	9/9/2013 10:00:00 AM	9/9/2013 10:00:13 AM	9/9/2013 10:00:00 AM
		EXPL		FieldTester	Adair County	Accountable School	9/9/2013 6:49:00 AM	9/9/2013 6:50:56 AM	9/9/2013 6:51:00 AM
		EXPL		SDRRTESTER	Adair County	NonParticipation	9/7/2013 11:14:00 AM	9/7/2013 11:16:34 AM	9/7/2013 11:17:00 AM
		EXPL		SDRRTESTER	Adair County	Accountable School	9/7/2013 11:14:00 AM	9/7/2013 11:16:29 AM	9/7/2013 11:16:00 AM
		PLAN		SDRRTESTER	Adair County	Accountable School	9/7/2013 11:12:00 AM	9/7/2013 11:16:20 AM	9/7/2013 11:16:00 AM
		EXPL		SDRRTESTER	Adair County	NonParticipation	9/7/2013 11:12:00 AM	9/7/2013 11:16:14 AM	9/7/2013 11:16:00 AM
		EXPL		SDRRTESTER	Adair County	Accountable School	9/7/2013 11:12:00 AM	9/7/2013 11:16:07 AM	9/7/2013 11:16:00 AM
		PLAN		SDRRTESTER	Adair County	Accountable School	9/7/2013 11:12:00 AM	9/7/2013 11:16:01 AM	9/7/2013 11:16:00 AM
		EXPL		SDRRTESTER	Adair County	NonParticipation	9/7/2013 11:11:00 AM	9/7/2013 11:15:56 AM	9/7/2013 11:16:00 AM

- If a change request has been denied, it will remain in the SDRR system so that we have a complete record. However, a new change may be made for the student, and OAA staff will be clear in stating why the change was denied. Users should review Denied requests to determine if further action is needed for the student.

- Users with district level access can view, update and close changes submitted by school level users.

- Users should review Updated change requests – these are changes that cannot be approved without additional information as requested by OAA.

- To update a change when OAA has requested additional information, use the filter to select Updated changes. Click on the icon 📇 on the left to open the change request. Type any new or requested information in the text box, as shown below, and click Submit.

The field on the student listing will show as LOCKED until an open change request is resolved, and no additional changes can be made to this field until this change is finalized. If the change request needs to be updated with additional information, it can be accessed either by double clicking on the LOCKED field on the Student Listing, or by clicking on Data Review Change Listing on the Home Page.

Please note that all information requested by OAA must be updated in SDRR. Information cannot be provided by phone or e-mail. This is to ensure that there is a complete, auditable record of all student-level changes.

If additional requested information is not provided by the school/district, the change will not be approved and no changes will be made to the students' accountability or non-participation status. For that reason, it is important to respond to requests for more information and review Updated changes periodically.

Export to Excel or PDF

Data Review Change Listing   [Student Name or SSID or Change Num] [Search] [Clear]

Click on one of the export buttons at the bottom left.

Details	Cancel Change	Test Type	Full Name	Requester	Requesting Entity	Change Type	Submitted	Updated	Completed
💬	❌	KPRP	ABBOTT, ISAAC	FieldTester	Adair County	NonParticipation	08/08/2013	08/08/2013	
💬	⊗	KPRP	ABUZOUD, TARAN	FieldTester	Adair County	Full Name	08/08/2013	08/08/2013	08/08/2013
💬	⊗	KPRP	ABUZOUD, TARAN	FieldTester	Adair County	SSID	08/08/2013	08/08/2013	08/08/2013
💬	⊗	KALT	ABSTON, JASON S.	FieldTester	Adair County	SSID	08/08/2013	08/08/2013	08/08/2013
💬	⊗	KPRP	ABSTON, JARROD L.	FieldTester	Adair County	SSID	08/08/2013	08/08/2013	08/08/2013
💬	⊗	KPRP	ABSTON, JARROD L.	FieldTester	Adair County	Full Name	08/08/2013	08/08/2013	08/08/2013
💬	⊗	KPRP	ABSTON, JARROD L.	FieldTester	Adair County	Full Name	08/08/2013	08/08/2013	08/08/2013
💬	⊗	KPRP	ABSTON, JARROD L.	FieldTester	Adair County	SSID	08/08/2013	08/08/2013	08/08/2013
💬	❌	KPRP	ABRELL, ELIZABETH C.	FieldTester	Adair County	NonParticipation	08/08/2013	08/08/2013	
💬	⊗	AEOC	BLACKSTONE, KAYLIN J.	FieldTester	Adair County	Full Name	08/07/2013	08/07/2013	08/07/2013
💬		AEOC	BLACKSTONE, KAYLIN J.	FieldTester	Adair County	SSID	08/07/2013	08/07/2013	08/07/2013
💬	⊗	AEOC	ALLEN, TAVA B.	FieldTester	Adair County	Full Name	08/07/2013	08/07/2013	08/07/2013
💬	⊗	AEOC	ALLEN, TAVA B.	FieldTester	Adair County	SSID	08/07/2013	08/07/2013	08/07/2013
💬	❌	KPRP	ABBOTT, JONATHAN C.	FieldTester	Adair County	Accountable School	08/07/2013	08/07/2013	
💬		KPRP	ABBOTT, KAROLINE A.	FieldTester	Adair County	Accountable School	08/07/2013	08/07/2013	08/07/2013
💬		KPRP	ABBNEY, ZACHARY Y.	FieldTester	Adair County	Full Name	08/07/2013	08/07/2013	08/07/2013

[Export To Excel]   [Export To PDF]   [Filters]

Both the change listing (Excel or PDF formats) and the student listing (Excel format) may be exported, and filters may be applied prior to exporting if needed.

IMPORTANT NOTE: The Excel and PDF exports are provided as a convenience to school and district staff, and are intended to be used in identifying students whose information is incorrect and to provide information about changes. Making changes to an exported file will NOT result in SDRR changes. Requests for SDRR changes MUST be made online in the application.

OAA is seeking input from users for improvement. Please e-mail KDEAssessment@education.ky.gov with any suggestions for improvement.

If you have Excel 2007, you will see the following message when the file is opening:
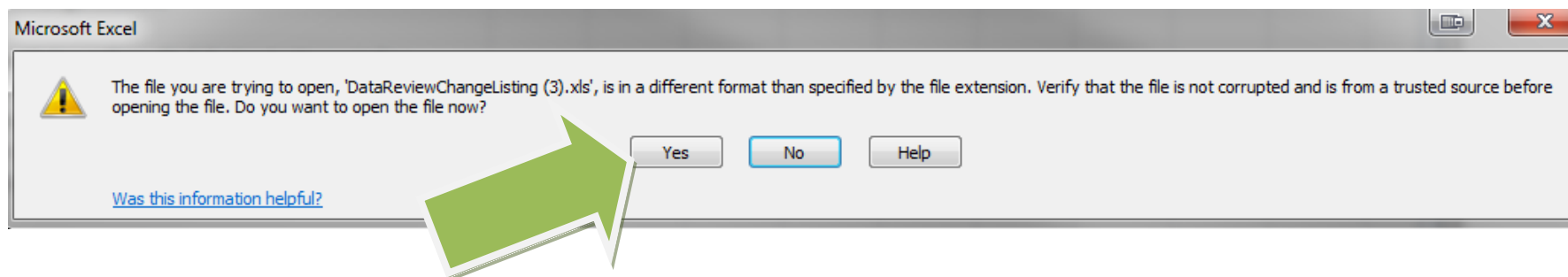
Click on Yes to open the file. If you save the file as an Excel 1997-2003 workbook, you will no longer see this message.

Determining Accountability

OAA has created an online decision tree to assist in determining correct accountability. It can be accessed at http://goo.gl/yx9DTj, and is also available in SDRR on the form to change accountability for a student.

Flowchart for Determining Accountability For Students in A1 Schools
Kentucky Performance Rating for Educational Progress (K-PREP)

Every student enrolled on the **first day** of the five-day spring summative test window is tested for participation rate purposes. Accountability is determined by full academic year (any 100 days of enrollment) including the first day of the five-day window.

START

NO → Has this student been enrolled in *this school* for 100 instructional days this school year?

YES ↓ Student scores will count in this school's accountability.

NO → Has this student been enrolled in *another school* for 100 instructional days this school year?

YES ↓ Student scores will count in other school's accountability.

NO → Has this student not been in any one school but has been enrolled in *a district* for 100 instructional days this school year?

YES ↓ Student scores will count in district's accountability.

NO → Student scores will count in state's accountability only.

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Flowchart for Determining Accountability For Students in Alternative Programs
Kentucky Performance Rating for Educational Progress (K-PREP)

START: Was the student who is in an alternative program enrolled in an A1 school in a district for 100 days this school year? *(Note: The 100 day count includes the first day of the five-day spring summative test window.)*

NO →

YES →

Accountable to A1 school

Was student placed by a governmental agency or the court system?

NO →

Was the student enrolled 100 days in the A1 (or multiple A1s in a district) and alternative program(s) *combined* or *in the alternative program(s) only*?

Accountable to A1 school where the student would have attended if not enrolled in the alternative program(s) or to district (if student would have attended multiple A1 schools).

YES ↓

Accountable to the state

NO ↓

YES →

Note: A student at Kentucky School for the Blind, Kentucky School for the Deaf or Gatton Academy tracks back to the A1 school that he or she would have attended if not in the alternative program.

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